

Annapolis Police Department



GENERAL ORDER

Number: H.11

**Issue Date: June
2009**

TO: All Personnel

SUBJECT: Honor Guard Unit

PURPOSE

The purpose of this General Order is to establish guidelines for the organization, use and deployment of the Annapolis Police Department's Honor Guard Unit (HGU).

POLICY

It shall be the policy of the Annapolis Police Department to select, organize and deploy the Honor Guard Unit (HGU) in accordance with this policy.

DEFINITIONS

1. **Honor Guard** - Generally a five member team. The Honor Guard Unit is comprised of two guards bearing rifles and three Color Bearers. The size of the team and duties of its members may vary according to the specific detail.
2. **Honor Guard Unit Supervisor** - The Chief will designate an Honor Guard Supervisor who will coordinate all the activities of the Honor Guard Unit.
3. **Officer in Charge** - The Honor Guard Supervisor may designate an officer in charge for a particular detail, training exercise etc.
4. **Details** - Each Honor Guard appearance will be termed as a "detail".

I. Required Action

A. Selection Process

Candidacy

1. To be eligible as a candidate for the HGU, an individual must be a sworn officer.
2. Candidates must be able to appropriately dedicate themselves to the duties and functions of the HGU which include regular attendance at meetings, training and details.
3. Candidates must be in good standing in the Department.

B. Openings

1. Officers selected for this assignment shall be on a volunteer basis. The Honor Guard Unit Supervisor shall inform the Chief or his designee that openings exist within the unit.
2. The HGU Supervisor will distribute a Department wide memo informing all sworn personnel that the HGU selection process will be upcoming.
3. Any sworn member interested in becoming a member of the Honor Guard Unit shall submit a typed or neatly printed request for admission to the Honor Guard Unit on a Departmental Administrative Report to the Honor Guard Unit Supervisor. The application shall list reasons for being considered, experience and availability.

C. Administrative Report Review

1. All Administrative Reports received will be formally reviewed by a selection board. The selection board will be comprised of three members of the HGU, one of which will be the HGU Supervisor. The other two board members will be HGU members selected by the Honor Guard Unit Supervisor.
2. The selection board's decision will be based on the following selection criteria:
 - a. Has consistently demonstrated a sharp military appearance;
 - b. Has consistently exhibited self-discipline, initiative and a self positive demeanor; and
 - c. Has completed an Administrative Report listing experience and availability to participate in Honor Guard functions.

3. The HGU Supervisor shall notify in writing all candidates who have been either selected or not selected for the unit. Those who did not pass the selection process shall be eligible to re-apply during any subsequent selection process.

D. Removal Process

1. All HGU members shall bear in mind that participation on the HGU is voluntary and shall recognize that his/her participation is a privilege. Therefore as with any other privilege, an individual's membership with the HGU may be revoked when their performance proves to be detrimental to the overall success of the unit.
2. After a problem or potential problem is brought to the attention of the HGU Supervisor, the Chief or his designee, a meeting will be scheduled with the member in question to discuss the problem and work out a possible remedy. The details of this meeting will be documented.
3. The HGU Supervisor shall thoroughly review the problem.
4. The HGU Supervisor will recommend the final disposition concerning the member's continued participation on the team. The member may be retained without further action, counseled on the incident, suspended for a specific period of time or removed from the unit.
5. The final disposition must be approved by the Chief or his designee prior to notifying the member in question.

II Responsibilities

A. Members of the Honor Guard Unit shall:

1. Maintain issued Departmental Honor Guard uniform and equipment.
2. Attend unit meetings, training/practice sessions and details.
3. Notify immediate supervisor when accepting an Honor Guard detail.
4. Notify the HGU Supervisor of unavailability for details as soon as possible.
5. Maintain a neat and professional appearance at all times.

B. Officer in Charge (OIC)

As designated by the HGU supervisor for each detail:

1. Is responsible for the overall function of the HGU at a particular event.
2. Coordinate transportation, equipment, etc.
3. Inspect all HGU personnel and equipment necessary for the detail.
4. Complete detail activity sheets.

- C. Honor Guard Unit Supervisor shall:
 - 1. Coordinate all details.
 - 2. Maintain data on all details.
 - 3. Schedule members for details.
 - 4. Provide training and meetings for all HGU members.
 - 5. Maintain a listing of all HGU members.
 - 6. Designate an Officer in Charge for each detail, if necessary.
 - 7. Maintain an inventory of all equipment assigned to the HGU.
 - 8. Assure that new members order and receive required equipment.
 - 9. Periodically inspect all equipment assigned to the HGU and submit reports on lost/damaged equipment. The inspections will be documented.
 - 10. Ensure that all equipment is returned when personnel are no longer assigned to the HGU.
 - 11. Complete detail activity sheets, if not assigned to the OIC.
 - 12. Notify the Commander of the Operations Division and the Chief of any details.
- D. The Chief shall:
 - 1. Assign the Honor Guard Unit Supervisor.
 - 2. Review proposed list of new personnel.
- E. Members of the Honor Guard Unit shall maintain a dignified professional appearance and bearing due to their high visibility to the public and members of the law enforcement community.

III. Training

- A. The HGU Supervisor or his/her designee will schedule and conduct training. Training will be documented.
- B. At a minimum, training will be conducted on a monthly basis. Members who miss more than two unexcused training sessions in a 12 month period will be removed from the HGU. Members who fail to attend at least one Honor Guard detail in a 12 month period will be removed from the HGU.
- C. Prior to a detail, the HGU Supervisor may schedule a training session.

IV. Details

- A. Honor Guard details:
1. Department funerals - refer to **General Order N.3**.
 2. Out of agency funerals.
 3. Department events e.g., promotions etc.
 4. Community events e.g., parades, dedications, etc.
 5. Any other event as directed by the Chief of Police or his/her designee.
- B. Requests for the Honor Guard Unit may be submitted through the Office of the Chief, the Commander of the Operations Division or the HGU supervisor.
- C. The Chief or his designee must approve all details.
- D. The Chief or his designee has the authority to deny a request of the HGU if it is not within the guidelines of this policy.

Michael Pristoop
Chief of Police

References
1. Accreditation Standards: None 2. General Order N.3 Line of Duty Deaths / Critical Injury

Revision: This is a new General Order